



PLN No. \_\_\_\_\_

Date of Submission \_\_\_\_\_

## **CONDITIONAL USE PERMIT**

### **SKETCH PLAN CHECKLIST**

\_\_\_\_\_ Seven (7) copies of the site plan (8 if the property is on a state highway) including an 11 x 17 reduction, of site plan (Note: all drawings must be folded to no more than a 9 x 12 size): \_\_\_\_\_

\_\_\_\_\_ Attach completed Application for Administrative Review Committee Approval: \_\_\_\_\_

**The following information is required on the sketch plan site plan. The sketch plan is incomplete if it does not contain this information and the application could be returned to you. If an incomplete sketch plan is submitted for an application deadline listed on the Processing Time Schedule, the conditional use permit application will not be processed for that Planning Commission meeting.**

- \_\_\_\_\_ 1. Site plan scale and north arrow with the words "Use Permit Sketch Plan"; and
- \_\_\_\_\_ 2. Name, address and fax number of the preparer of the sketch plan; and
- \_\_\_\_\_ 3. A location sketch, locating the site with adjoining streets and with nearby arterial and collector streets. Orient the location sketch with the sketch plan drawing. A metes and bounds description is not required at this time; and
- \_\_\_\_\_ 4. Current zoning of the site; and
- \_\_\_\_\_ 5. Specific conditional use being requested; and
- \_\_\_\_\_ 6. General site dimensions and configuration including a tabulation of total site acreage; and
- \_\_\_\_\_ 7. Topography, with contour intervals not exceeding five (5) feet, showing the locations of any natural features such as watercourses, drainage ways, flood prone areas, sinkholes or other geological features within the site; and
- \_\_\_\_\_ 8. The location, rights-of-way and names of all existing, recorded or mapped streets or highways within or immediately adjacent to the site; and
- \_\_\_\_\_ 9. The approximate location of all existing and proposed sanitary sewer lines as well as storm water collection and detention facilities within and immediately adjacent to the site; and
- \_\_\_\_\_ 10. The location, nature and size of all existing and proposed access, utility and storm water easements within the site; and
- \_\_\_\_\_ 11. The location, dimensions and configurations of proposed buildings, outdoor activities, parking areas, access to adjoining streets, buffering, etc.

**Sketch plans may be submitted at any time. Sketch plans submitted by Tuesday will be reviewed by the Administrative Review Committee on the following Tuesday. Remember, incomplete sketch plans will not be reviewed. A review letter will be sent to the preparer and property owner following the Administrative Review Committee meeting.**

Zoning and Subdivision Services  
Planning and Development Department  
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